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ABSTRACT

Described in the procedures manual are guidelines under which Bergen County (New Jersey) Region III operates in providing a comprehensive educational program to special needs students. Guidelines are outlined for the following major areas (sample subareas are in parentheses): organization (name, membership districts, and role of officers); purpose (legal basis, general functions, and community responsibility); administration and service personnel (chief school administrator, coordinator for special education, and child study team); coordination (coordination of transportation, establishment of new classes, and articulation between elementary and secondary schools); servicing of students (confidentiality of records, identification survey, and general rules for placement); and curriculum (standards, in-service programs, and progress reports). Appended are sample copies of all current Region III forms. (SBH)

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THE BERGEN COUNTY
REGION III
COUNCIL FOR SPECIAL EDUCATION

PROCEDURES MANUAL

ALPINE
CLOSTER
DEMAREST
HARRINGTON PARK
HAWORTH
NORTHVALE
NORWOOD
OLD TAPPAN

NORTHERN VALLEY REGIONAL HIGH SCHOOL DISTRICT

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Adopted: June, 1976

PREFACE

Bergen County is comprised of more than seventy small municipalities. Most of these districts alone are unable to provide all of their various students who have special needs with a comprehensive educational program. Responding to this need, the Bergen County Superintendents' Council some fifteen years ago, divided and reorganized the county into seven regions for special education. Six of these regions employ a full-time coordinator and staff to plan and direct regionalized special education programs.

Bergen County Region III is currently comprised of nine participating districts: Alpine, Closter, Demarest, Harrington Park, Haworth, Northern Valley Regional High School District, Northvale, Norwood, and Old Tappan. Working jointly, these nine school districts are pledged to develop and maintain high quality special education classes, provide articulation among professionals, and deliver skilled consultation services through the Coordinator.

The purpose of this Procedures Manual is to describe in detail the guidelines under which the Region operates. This current revision, adopted by the Region III Council for Special Education on June 10, 1976, represents a year's work. Each subsection has been thoroughly reviewed by respective professional personnel and revised as needed. The appendix contains copies of all current Region III forms.

It is hoped that this Procedures Manual presents a clear understanding of our regional special education program. Through cooperation among member districts and adherence to these guidelines, we provide our special needs youngsters with the type of education which allows for growth into healthy, productive adulthood.

Leonard Margolis

Leonard Margolis, Coordinator
Region III Special Education

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1.00 ORGANIZATION

1.10 NAME

The official name of the organization shall be:

THE BERGEN COUNTY REGION III
COUNCIL FOR SPECIAL EDUCATION

1.20 MEMBERSHIP DISTRICTS

The Bergen County Region III Council for Special Education shall be comprised of the following districts:

Alpine, Closter, Demarest, Harrington Park, Haworth, Northern Valley Regional High School District, Northvale, Norwood, and Old Tappan. Tenafly and Cresskill have elected not to participate in the Council.

1.30 MEMBERSHIP

The Council shall consist of nine chief school administrators, or representatives with portfolio, one from each district in the Council.

1.40 FUNCTION OF THE BERGEN COUNTY REGION III COUNCIL FOR SPECIAL EDUCATION

The Bergen County Region III Council for Special Education shall approve and arrange for the operation of a program of Special Education on a regional basis, periodic meetings to be called by the president of the Council.

Special Education is primarily used to identify programs of instruction designed to meet the needs of children classified as handicapped under New Jersey Statutes Annotated, Title 18A, Chapter 46 and Administrative Code 6:28 - Special Education.

1.50 OFFICERS

1. There shall be three officers, a president, a vice president and a secretary, elected annually by the Council.

2. The president will be one of the nine chief administrators elected in June for a term of one year.

3. In the absence of the president the vice president will serve until the return of the president.

4. In the event of a vacancy of the president's office during the school year, the vice president will become president and the Council will elect a new vice president to complete the current term.

5. The secretary will be one of the nine chief administrators elected in June for a term of one year.

6. In the absence of the secretary the vice president will serve until the return of the secretary.

7. In the event of a vacancy of the secretary's office during the school year, the Council will elect a successor to complete the current term.

1.51 ROLE OF THE PRESIDENT

The president shall have the following responsibilities and duties:

1. Arrange and call for a minimum of five meetings of the Bergen County Region III Council for Special Education per school year.

2. Prepare prior to each meeting of the Bergen County Region III Council for Special Education an agenda of the topics to be discussed and acted upon.

3. Preside over all meetings of the Bergen County Region III Council for Special Education.

1.52 ROLE OF THE VICE PRESIDENT

In the absence of the president, the vice president shall carry out all of the responsibilities of the president until the president returns.

1.53 ROLE OF THE SECRETARY

The secretary shall have the following responsibilities and duties:

1. Request the Coordinator's secretary to send a written notice of the forthcoming Bergen County Region III Council for Special Education meetings.

2. Request the Coordinator's secretary to mail a copy of the agenda at least three days prior to each meeting to each member of the Bergen County Region III Council for Special Education and the Coordinator.

3. Record the minutes of each meeting and request the Coordinator's secretary to mail a copy to each member of the Bergen County Region III Council for Special Education and the Coordinator.

1.60 VOTING AND AMENDMENTS

1. The Bergen County Region III Council for Special Education may amend this Procedures Manual by a two-thirds majority vote of chief administrators or representatives with portfolio present.

2. For matters concerning operational procedures a simple majority of membership present is required.

3. Changes in the Procedures Manual must be initiated by or through the Council or the Advisory Group and copies of such proposals shall be in writing and mailed to the members of the Council one week prior to the meeting.

4. A quorum must be present to conduct a meeting. A quorum shall consist of six Chief Administrators or representatives with portfolios.

1.70 ADVISORY GROUP

The Advisory Group shall be composed of the Child Study Team Chairpersons. They are authorized to meet and make recommendations relative to the development of plans required to discharge the function of the Bergen County Region III Council for Special Education.

The Advisory Group will meet regularly upon call from the chairperson of the Advisory Group.

1.71 CHAIRPERSON OF THE ADVISORY GROUP

The Coordinator of Special Education will act as the chairperson of the Advisory Group and shall have the following responsibilities:

1. Report for action findings and recommendations to the Bergen County Region III Council for Special Education.

2. Prepare an agenda prior to each meeting of the Advisory Group.

3. Attend meetings of the Bergen County Region III Council for Special Education as called for by the president.

2.00 PURPOSE

2.10 Legal Basis

The legal basis of this organization is the authorization vested in it by the County Superintendent of Schools for the formation of an advisory council for the purpose of developing a program of special education on a regional basis.

2.20 General Functions

The Bergen County Region III Council for Special Education is an organization authorized by the County Superintendent having the responsibility for the execution of mandatory laws and for the consideration of the provisions of permissive laws. The Council shall establish and appraise educational activities in the area of special education.

2.30 Specific Functions

The specific functions of the Bergen County Region III Council for Special Education shall be to make and administer procedures validated by each local Board of Education.

2.40 Community Responsibilities

The Bergen County Region III Council for Special Education shall recognize its most important responsibility to both the schools and the communities it serves to be that of recommending the formation of sound procedures consistent with the needs, desires and abilities of the communities.

2.50 Meetings

Meetings will be held as called by the president of the Bergen County Region III Council for Special Education.

A minimum of five meetings are to be held each school year.

Meetings will be held in the conference room of the Curriculum Center, Closter Plaza, Closter, New Jersey.

A quorum must be present to conduct any meeting.

3.00 ADMINISTRATION AND SERVICE PERSONNEL

3.10 Chief School Administrator

The Chief School Administrator shall have the following responsibilities:

1. Attend Bergen County Region III Council for Special Education meetings as called by the president.
2. Designate a representative with portfolio to the Bergen County Region III Council for Special Education meetings if unable to attend.
3. Act as a liaison between the Bergen County Region III Council for Special Education and the local Board of Education.
4. Consider recommendations made by the Coordinator of Special Education.
5. Inform the Coordinator of cases needing transportation.
6. Inform the local Board of Education secretary to make necessary financial arrangements.
7. Inform the local Board of Education of necessary approvals.
8. Sign necessary forms for classification and/or placement.
9. Perform the same services as 7, 8 and 9 on continuation of special education placements.

3.20 Coordinator of Special Education

Title:

Coordinator of Special Education, Region III

The primary responsibility of this position is to coordinate Special Education for the districts which participate in Bergen County Region III, Special Education.

EMPLOYMENT

The appointee to this position shall be employed by the Northern Valley Regional High School District Board of Education on a twelve (12) month calendar basis.

Applicants shall be screened and interviewed by a representative committee consisting of one from each of the following groups: Chief Administrators; Principals; Child Study Team members; and the Superintendent, Northern Valley Regional High School District.

After the committee has screened and interviewed the applicants, a final recommendation will be offered to the Chief Administrators, Region III, for their approval.

QUALIFICATIONS:

The Coordinator shall be a graduate of a recognized college or university, with a minimum of the fifth year level of training. The Coordinator shall hold certification in one of the basic child study disciplines and in supervision.

The Coordinator is expected to have the following additional qualifications:

1. Experience in the field of Special Education in any of the recognized disciplines.

2. A thorough knowledge and understanding of procedures and techniques for the classification and placement of handicapped children.

3. Sufficient educational qualifications to be well-versed in the psychological, educational, and social needs of the atypical child, and the organization of their classes.

4. A thorough knowledge of New Jersey Statutes Annotated, Title 18A, Chapter 46 and Administrative Code 6:28 - Special Education.

5. Any other criteria that the Chief Administrators deem necessary for the position.

RESPONSIBILITIES:

1. Assist in the supervision of Special Education programs.
   A. The Coordinator shall pre-arrange a schedule of regular classroom visitations with the Chief Administrator, or his designee, so that each classroom program will be observed a minimum of twice (2), (Fall and Spring) per school year.

B. Conferences with each teacher may follow each mandated observation as soon as possible, with the approval of the Chief Administrator. The conference may include suggestions for teacher improvement and a discussion of pupil growth and instructional needs.

C. In order to directly assist the teachers as a result of personal observation and consultation, the Coordinator shall provide various immediate aids from a central file (source) containing the following:

(1) Individual student prescriptions.
(2) Sample materials.
(3) Curriculum plans.
(4) Classroom management techniques.
(5) Learning theories.
(6) Introduction to new materials and equipment.
(7) Sharing ideas, methods, et al, with other teachers.
(8) Etcetera

D. The principal and the teacher shall receive a report of the Coordinator-teacher conference, with notations of observations, conference, and recommendations.

2. Assist the school districts in the recruitment and hiring of Special Education personnel.

A. Maintain a master file of Special Education personnel.

B. Develop a list of suitable substitute teachers.

3. Coordinate all services involved in Special Education, Region III as stated in the Procedures Manual.

4. Conduct in-service training of Special Education personnel, including regular meetings, training programs and workshops.

A. The Coordinator shall hold orientation meeting(s) of all new Special Education teachers prior to the first day of classes, to acquaint teachers with the instructional program of the Region/district, and review with them the Region's administrative and educational programs.

B. The Coordinator shall hold regular meetings of Special Education teachers, and Child Study Team members, by specialties, for the purpose of establishing continuity of programs; staff development; etc. (As a general practice, building principals should receive invitations to staff meetings, in order to assist them in understanding the Region's program.)

C. The Coordinator should attend individual Child Study Team meetings when requested, and cooperate with the local special personnel in identifying, classifying, placing, and programming Special Education students.

D. The Coordinator shall establish a general curriculum committee in order to survey, maintain, and improve the Region's curricular offerings in all areas for handicapped children. Such a committee shall be composed of representative Special Education teachers, specialists, and building administrators.

E. The Coordinator shall provide all Special Education staff members (including administrators) with changes in curriculum programs and materials recommended by the curriculum committee.

5. Survey the Special Education needs of each district in the Region on an annual basis. By working with each Child Study Team Chairperson, the Coordinator, on or about December 15th of each year, shall recommend a regional plan for special classes, work experiences for children and project future needs of the Region in providing additional services for the handicapped child.

The following activities would be necessary to complete the survey:

A. Use of questionnaire(s).

B. Actual contact with Chief Administrators, Principals, and Child Study Team members.

C. Evaluation of present Special Education programs. (Are they meeting individual needs of children?)

D. Teacher contacts through classroom visitations and staff meetings.

E. Plant/class facilities.

The Coordinator shall submit the survey report and the recommendations to the Bergen County Region III Council for Special Education.

6. Be responsible for the gathering of data, submission of reports, notices, agendas, and minutes of the Special Education Advisory Council.

7. Submit a verbal bi-monthly report and an annual written evaluation each September to the Superintendent of the Northern Valley Regional High School District for distribution to the President of the Bergen County Region III Council for Special Education and the Chief Administrator of each participating district. The report will include all aspects of the previous school year's education and operational programs.

   Recommendations affecting changes in the Regional programs shall be included in the report for action by the Bergen County Region III Council for Special Education.

8. Make suggestions, and cooperate in placing students in out-of-region classes, when there is no suitable Regional placement.

9. Maintain the following information on classified students for participating districts in Region III:

   A. A semi-annual report from individual teachers.

   B. Pupil personnel data record cards.

   C. Special class enrollment and summary of sending district's placement.

   D. Pupil special class enrollment by district.

   E. Summary of receiving district placements.

   F. Homebound/bedside cases of Special Education students whose appropriate placement has been recommended as homebound.

   G. Placements of non-enrolled children.

10. Encourage and cooperate in parent education and public information programs regarding Special Education.

11. Maintain contacts with state, county, federal and private agencies that assist in the education of handicapped children, including special grants and allocations.

12. Provide Chief Administrators and Child Study Team Chairpersons of changes in New Jersey Statutes Annotated, Title 18A, Chapter 46 and Administrative Code 6:28 - Special Education.

13. Prepare an annual budget for submission to Bergen County Region III Council for Special Education.

14. Submit to the Chief Administrator of each participating district at least once a year, not later than April 15th, and evaluation of the appropriateness of placement of each classified Special Education student, with recommendation for the following year's placement and transportation.

15. Plan and coordinate the Region's student transportation program, with the assistance of the part-time transportation clerk. The information will be forwarded to the Chief Administrator of each participating district.

AUTHORITY:

1. The Coordinator shall be directly responsible to the Superintendent of the Northern Valley Regional High School District.

2. The Coordinator shall serve in an advisory capacity to the Chief Administrators of the Bergen County Region III Council for Special Education; in a consultative capacity to the building principals; and, in a coordinating capacity with the Director of Curriculum and Instruction.

3. The Coordinator shall annually develop, in consultation with the Superintendent of the Northern Valley Regional High School District, the role objectives of each administrative year. Each statement shall include a clear objective, how it is to be attained, by what anticipated date it is to be completed, and how its achievement is to be measured. The objectives should reflect the needs of Region III, and the priorities of the Superintendent of the Northern Valley Regional High School District and the Chief Administrators of the Bergen County Region III Council for Special Education.

   The proposed objectives for the year will be discussed at the September meeting of the Chief Administrators, Bergen County Region III Council for Special Education along with the Coordinator's report of the previous school year's educational and operational programs.

4. The Chief Administrators, Bergen County Region III Council for Special Education shall hold a mid-year conference, approximately December 15th of each year, to discuss the status of the Coordinator's progress in achieving the stated objectives, and general performance.

5. On or about March 15th of each year, the Chief Administrators, Bergen County Region III Council for Special Education, will accomplish an annual evaluation of the Coordinator, with recommendations regarding renewal of contract.

6. The operation and maintenance of the Coordinator's Office shall be the responsibility of the Coordinator of Special Education, Region III through the Superintendent of the Northern Valley Regional High School District.

3.30 CHILD STUDY TEAM

3.31 CHAIRPERSON OF CHILD STUDY TEAM

Qualifications and Appointment:

The Chief Administrative Officer of each participating district shall appoint a Child Study Team Chairperson. Qualifications of the Chairperson will be consistent with the responsibilities of the Child Study Team as defined by each local district.

Duties:

The Chairperson shall have the following responsibilities:

1. Coordinate and assign all activities of the Child Study Team of the local school district and be responsible for adherence to New Jersey Statutes Annotated, Title 18A, Chapter 46 and Administrative Code 6:28 - Special Education.

2. Process referrals received.

3. Together with Team personnel make recommendations for appropriate Team action at initial review of each referred child.

4. Supervise the processing of each case and insure that it is completed within the time limits recommended by New Jersey Statutes Annotated, Title 18A, Chapter 46 and Administrative Code 6:28 - Special Education.

5. Keep on file a record of all cases referred to the Child Study Team where no Team action was recommended. A yearly follow-up conference will be held on these cases.

6. Assign the necessary Team personnel to those cases that upon recommendation of the Team are not to undergo full classification procedures. Progress of these cases should be reviewed periodically by the Child Study Team.

7. Assign the necessary Team personnel to those cases that upon recommendation of the Child Study Team are to undergo full classification procedures.

8. Call for Child Study Team case conference when all necessary data is received for purposes of classification and educational program development.

9. Prepare agenda for Team conferences.

10. Report in writing the findings and recommendations by the Child Study Team for placement action to the Chief School Administrator.

11. Be responsible for proper procedures as outlined in New Jersey Statutes Annotated, Title 18A, Chapter 46 and Administrative Code 6:28 - Special Education, see that all forms are properly completed, that all reports necessary for special placement and services are assembled, and that they are forwarded to the Coordinator of Special Education.

12. Be responsible for maintaining the central file within the security requirements for confidentiality.

13. Be responsible for follow-up and inquiries on Child Study Team recommendations and referrals.

14. Work with Team personnel in recommending services and educational programs that will best serve the needs of referred pupils.

15. Insure that the performance of the separate Team members in the discharge of their duties is within the specifications of their positions.

16. Arrange for a minimum of one Team meeting per month and be responsible for notifying necessary personnel.

17. Distribute minutes of Team meetings to the Chief School Administrator, members of the Team, and the Coordinator of Special Education.

18. Submit an annual report by June 30th, listing all cases on file in order of classification to the Chief School Administrator.

19. Be responsible for follow-up of school-parent contacts and assign Team personnel as necessary.

20. Arrange for communication between Team members and concerned faculty.

21. Inform and forward to the Coordinator of Special Education any information received on classified cases, which involve special education placements.

22. Report termination of services or withdrawal from placement to the Chief School Administrator, Team members, and the Coordinator of Special Education.

23. Make certain that all Team recommendations are implemented as approved by the Chief School Administrator.

24. Keep records necessary for state forms and purposes of reimbursement in cooperation with the School Board Secretary/Business Administrator or Business Manager.

3.32 SCHOOL PSYCHOLOGIST

Qualifications:

The school psychologist shall be a graduate of a recognized college or university and meet the requirements for certification established by the School Laws of the State of New Jersey and Department of Education.

Appointment and Tenure:

Appointment shall be made upon recommendation of the Chief School Administrator and approved by the Board of Education. The appointee shall have tenure of office according to the State Laws of New Jersey.

Duties:

The psychologist shall have the following responsibilities:

1. Serve as a member of the Child Study Team and be responsible to the Child Study Team Chairperson.

2. Be responsible for psychological evaluations of students selected by the Child Study Team and assigned to the psychologist by the Chairperson of the Child Study Team.

3. Be responsible for submitting a written report on all cases assigned to the psychologist for evaluation as part of a Child Study Team evaluation.

4. Be responsible for counseling of pupils and parents when recommended by the Child Study Team or when deemed appropriate by the school administration.

5. Be responsible for re-evaluation of all classified pupils as outlined in New Jersey Statutes Annotated, Title 18A, Chapter 46 and Administrative Code 6:28 - Special Education and/or recommended by the Child Study Team.

6. Be available for consultation with parents, members of the Child Study Team and other staff personnel. The psychologist shall attend Child Study Team meetings as arranged by Child Study Team Chairperson.

7. Be responsible for any related professional duties deemed necessary by the Chief School Administrator and delegated to the psychologist for the proper functioning of the program and the welfare of the students involved.

3.33 LEARNING DISABILITIES TEACHER-CONSULTANT

Qualifications:

The learning disabilities teacher-consultant shall be a graduate of a recognized college or university and meet the requirements for certification and approval established by the school laws of the State of New Jersey and Department of Education.

Appointment and Tenure:

Appointment shall be made upon recommendation of the Chief School Administrator and approved by the Board of Education. The appointee shall have tenure of office according to the State Laws of New Jersey.

Duties:

The learning disabilities teacher-consultant shall have the following responsibilities:

1. Serve as a member of the Child Study Team and be responsible to the Child Study Team Chairperson.

2. Complete an educational assessment of the students assigned by the Child Study Team Chairperson.

3. Develop, in conjunction with other Child Study Team members for each classified student, an educational plan.

4. Initiate diagnostic teaching plans for classified students.

5. Be involved in the implementation and supervision of the proposed educational plan.

6. Recommend educational methods and materials appropriate for students with learning disabilities and inform professional staff of its availability.

7. Be available for consultations with parents, members of the Child Study Team and other staff personnel. The learning disabilities teacher-consultant shall attend Child Study Team meetings as arranged by Child Study Team Chairperson.

8. Should attend professional conferences, seminars, and workshops to maintain an awareness of the current research in the field of special education.

9. Perform relevant duties as determined by the Chief School Administrator and assigned by the chairperson of the Child Study Team, for the proper functioning of the program and the welfare of the students involved.

3.34 SOCIAL WORKER

Qualifications:

The social worker shall be a graduate of a recognized college or university and meet the requirements for certification established by the School Laws of the State of New Jersey and Department of Education.

Appointment and Tenure:

Appointment shall be made upon recommendation of the Chief School Administrator and approved by the Board of Education. The appointee shall have tenure of office according to the State Laws of New Jersey.

Duties:

The social worker shall have the following responsibilities:

1. Serve as a member of the Child Study Team and be responsible to the Chairperson of the Child Study Team.

2. Attend Child Study Team meetings as arranged by the Chairperson of the Child Study Team.

3. Develop a social case history.

4. Assemble information from collateral sources for students recommended by the Child Study Team.

5. Serve as liaison between school and community agencies or professionals in private practice that are working with students and their families.

6. Perform casework services and other social work activities related to the school setting.

7. Consult with school staff concerning a youngster.

8. Keep case records.

9. Submit such reports as required by the Chairperson of the Child Study Team and maintain whatever other reports are necessary for the smooth functioning of the role.

10. Perform any relevant duties deemed necessary, as determined by the Chief School Administrator and assigned by the Chairperson of the Child Study Team, for the proper functioning of the program and the welfare of the students involved.

3.35 SPEECH CORRECTIONIST

Qualifications:

The speech correctionist shall be a graduate of a recognized college or university and meet the requirements for certification established by the School Laws of the State of New Jersey and Department of Education.

Appointment and Tenure:

Appointment shall be made upon the recommendation of the Chief School Administrator and approved by the Board of Education. The appointee shall have tenure of office according to the State Laws of New Jersey.

Duties:

The speech correctionist shall have the following responsibilities:

1. Serve as a member of the Child Study Team and be responsible to the Chairperson of the Child Study Team.

2. Attend Child Study Team meetings as deemed necessary by the Child Study Team Chairperson.

3. Evaluate communication handicapped students assigned by the Chairperson of the Child Study Team.

4. Develop appropriate screening and diagnostic procedures to identify children with communication handicaps.

5. Initiate and provide appropriate therapeutic techniques designed to improve the communication handicap for students recommended by the Child Study Team.

6. Make referrals to appropriate community resources when necessary and recommended by the Child Study Team.

7. Be available for consultation with parents, team members and other staff personnel.

8. Prepare an annual progress report for all children classified as communication handicapped.

9. Perform relevant duties deemed necessary, as determined by the Chief School Administrator and assigned by the Chairperson of the Child Study Team, for the proper functioning of the program and the welfare of the students involved.

3.36 SCHOOL NURSE

Qualifications:

The school nurse shall be a registered nurse in the State of New Jersey and meet the requirements for certification established by the School Laws of the State of New Jersey and Department of Education.

Appointment and Tenure:

Appointment shall be made upon the recommendation of the Chief School Administrator and be approved by the Board of Education. The appointee shall have tenure of office according to the State Laws of New Jersey.

Duties:

The school nurse shall have the following responsibilities:

1. Serve as a member of the Child Study Team and be responsible to the Chairperson of the Child Study Team.

2. Compile medical records and information on all cases assigned to the nurse by the Chairperson of the Child Study Team.

3. Serve as liaison between the Child Study Team and the school medical officer.

4. Administer screening tests for vision and hearing as recommended by the Child Study Team.

5. Serve as liaison between the Child Study Team and the medical professionals as recommended by the Chairperson of the Child Study Team.

6. Report to the Child Study Team all cases that in the nurse's opinion are in need of special services where no requests or referrals have been made.

7. Check absences of special class pupils on the third day and report this information to the building principal and Child Study Team Chairperson.

8. Keep up-to-date medical records on all special classes and classified children, and all information necessary in case of an emergency.

9. Attend Child Study Team meetings, and be available for consultation with parents, Team members and other staff personnel.

10. Perform relevant duties deemed necessary, as determined by the Chief School Administrator and assigned by the Chairperson of the Child Study Team, for the proper functioning of the program and the welfare of the students involved.

3.37 MEDICAL OFFICER

Qualifications:

The medical officer shall be licensed to practice medicine in the State of New Jersey.

Duties:

The medical officer shall have the following responsibilities:

1. Serve as a member of the Child Study Team and attend meetings when deemed necessary by the Child Study Team Chairperson.

2. Examine children referred to the Child Study Team or agree by co-signing that the examination performed by the child's family physician is acceptable in lieu of the school doctor's examination.

3. Review, interpret and report on any medical examination given for the purpose of classification when a physician not employed by the Board of Education is utilized. The school medical officer's signature will certify the acceptance of the report.

4. Work with other team members in making referrals, if further medical examinations are required for classification.

5. Complete all forms and reports as requested by the Chairperson of the Child Study Team.

6. Perform any relevant duties deemed necessary, as determined by the Chief School Administrator and assigned by the Chairperson of the Child Study Team, for the proper functioning of the program and the welfare of the students involved.

3.38 MEDICAL CONSULTANTS

Qualifications:

Consultants shall be qualified within their respective medical field and approved by the Chief School Administrator.

Duties:

Medical consultants shall have the following responsibilities:

1. Act as consultant to Child Study Team.

2. Submit written reports as required by New Jersey Statutes Annotated, Title 18A, Chapter 46 and Administrative Code 6:28 - Special Education to the Child Study Team Chairperson.

3.39 CONSULTING PSYCHIATRIST - UNDER REGIONAL "UMBRELLA" PLAN

The qualifications and duties are the same as those of other medical consultants, and in addition will include performing psychiatric evaluations on a scheduled basis for children in participating "Umbrella" districts, and consulting with respective Child Study Teams and the Region III Coordinator on pertinent special education issues.

3.40 SPECIAL EDUCATION INSTRUCTIONAL STAFF

3.41 SPECIAL CLASS TEACHER

Qualifications:

The teacher shall be a graduate of a recognized college or university and meet the requirements for certification and approval established by the school laws of the State of New Jersey and Department of Education.

Appointment and Tenure:

Appointment shall be made upon recommendation of the Chief School Administrator and approved by the Board of Education. The appointee shall have tenure of office according to the State Laws of New Jersey.

Duties:

The special class teacher shall have the following responsibilities:

1. Perform all duties necessary to the implementation of the instructional program.

2. Attend Child Study Team meetings when the teacher and/or the chairperson of the Child Study Team deem it appropriate.

3. Perform any relevant duties deemed necessary as determined by the Chief School Administrator for the proper functioning of the program and the welfare of the students involved.

3.42 SUPPLEMENTAL TEACHER

Qualifications:

The teacher be a graduate of a recognized college or university and meet the requirements for certification and approval established by the school laws of the State of New Jersey and Department of Education.

Appointment and Tenure:

Appointment shall be made upon recommendation of the Chief School Administrator and approved by the Board of Education. The appointee shall have tenure of office according to the State Laws of New Jersey.

Duties:

The supplemental teacher shall have the following responsibilities:

1. Perform duties as assigned by the Chief School Administrator.

2. Serve as a member of the Child Study Team and attend meetings when requested by the Chairperson of the Child Study Team.

3. Perform any relevant duties deemed necessary, as determined by the Chief School Administrator, for the proper functioning of the program and the welfare of the students involved.

3.43 TEACHER AIDE

Qualifications and Appointment:

Aides shall be recommended by the Chief School Administrator and approved by the local Board of Education.

Qualifications of employment will be specified by the local districts in keeping with New Jersey Statutes Annotated, Title 18A, Chapter 46 and Administrative Code 6:28 - Special Education.

Duties:

The teacher aide shall have the following responsibilities:

1. Assist special education teachers.

2. Perform any relevant duties deemed necessary, as determined by the Chief School Administrator, for the proper functioning of the program and the welfare of the students involved.

Role descriptions for teacher aides should be approved by the County Superintendent of Schools.

3.44 SUBSTITUTES

If a special class teacher is absent, the local Chief School Administrator will provide a substitute teacher. The Coordinator of Special Education will supply the districts with a list of certified substitute teachers with special education experience and training.

4.00 COORDINATION

4.10 COORDINATION OF CALENDARS

School calendars in the member districts of the Bergen County Region III Council for Special Education shall be coordinated for the simplification of scheduling special education classes whenever possible.

4.20 COORDINATION OF TRANSPORTATION

Transportation shall be provided for and arranged by the Coordinator of Special Education in cooperation with the Northern Valley Regional High School District Board Secretary. This service shall be provided for all children serviced by special education programs in keeping with New Jersey Statutes Annotated, Title 18A, Chapter 46 and Administrative Code 6:28 - Special Education.

The Region III Coordinator of Special Education shall have the authority to:

Step 1. Verbally contact parents to advise them of a child's misbehavior. (Verbal contact will be made with sending district Chief School Officer.)

The following three steps will be implemented only after agreement has been reached between the sending district Superintendent and the Coordinator of Special Education.

Step 2. Written notice to parent of intention to suspend a child's transportation for two weeks. (Copy of letter to sending and receiving district Chief School Officer.)

Step 3. Suspend a child's transportation for two weeks. (Copy of letter to sending and receiving district Chief School Officer.)

Step 4. Suspend a child's transportation for the remainder of the school year. (Copy of letter to sending and receiving district Chief School Officer.)

The above four steps will be taken in progressive order only if the behavior does not improve. It is expected that the sending district will support the Coordinator by having local personnel intervene with the parents at each of the above steps.

If a child's Regional transportation is suspended the local district can:

1. Concur and legally require the parent to transport the child.
   or
2. Provide local individual transportation arrangements.

4.30 ESTABLISHMENT OF NEW CLASSES

Recommendations for new classes, relocation of classes and other class changes shall be made by the Coordinator of Special Education on or about December 15th of the current year for the succeeding school year.

Responsibility for establishing new classes is determined by the following formula:

$$\frac{\text{elem. school enrollment}}{\text{number of sp. ed. classes which accept out-of-district, Region III children.}} \text{ minus } 10 \times \text{total years sp. ed. classes which accept out-of-district, Region III children.} \text{ equals order of responsibility (largest to smallest)}$$

Districts without any special education classes are automatically placed at the head of the priority list. If there is more than one district, the district with higher general enrollment is given the higher priority.

The district delegated to provide space, when there is a need for an additional class, has the following options open to it:

a. Provide space within the district in an appropriate public school.
b. Rent space in another district in an appropriate public school.
c. Rent space in a private facility, if the Region III Coordinator feels that placement of this type of class in a non-public school facility will be in the best educational interests of the children involved.

If a district is unable to meet its commitment in one of the preceding ways, the district must be considered not meeting its Region III responsibilities, and would not be eligible for further participation in Region III.

4.40 ARTICULATION BETWEEN ELEMENTARY AND SECONDARY SCHOOLS

Copies of all Child Study Team records for eighth grade students, who have been classified under New Jersey Statutes Annotated, Title 18A, Chapter 46 and Administrative Code 6.28 - Special Education are to be submitted to the secondary school Chairperson of the Child Study Team, on or before June 30th. The Chairperson of the elementary school district should submit these files through the Coordinator of Special Education.

Copies of all Child Study Team records for children in special education programs, who will become the responsibility of the high school district the coming school year, will be forwarded by the Chairperson of the elementary district through the Coordinator of Special Education to the Chairperson of the high school Child Study Team on or before June 30th.

Information copies of all lists compiled for purpose of articulation between the elementary and secondary schools will be distributed to the Directors of Guidance.

Joint Child Study Team meetings between the secondary and individual elementary school Teams will be held at least annually to facilitate articulation for children moving to the secondary school programs.

5.00 SERVICING OF STUDENTS

5.10 CHILD STUDY TEAM

The Child Study Team will be comprised and function in accordance with New Jersey Statutes Annotated, Title 18A, Chapter 46 and Administrative Code 6:28 - Special Education. In addition the Coordinator of Special Education will, when requested, serve the local Child Study Team in an advisory capacity.

Meetings will be called by the Chairperson of the Child Study Team.

A minimum of one meeting per month is recommended.

Minutes will be taken of official monthly meetings. Minutes should be distributed to Team members, district administrators, and the Coordinator of Special Education.

The Child Study Team will be responsible for:

1. Reviewing all referrals.

2. Planning action on all identified cases.

3. Classifying children when required.

4. Developing and implementing educational plans for all classified children.

5. Following-up periodically on all classified children.

6. Accepting or rejecting reports of examinations by non-board employed professionals.

7. Recommending to the Chief School Administrator budgetary, service, facility and personnel needs as applicable to special services.

5.20 CONFIDENTIALITY OF RECORDS

All child study team records shall be considered "mandated records" and treated in accordance with New Jersey Statutes Annotated, Title 18A, Chapter 46 and Administrative Code 6:28 - Special Education and 6:3 - Pupil Records.

5.30 IDENTIFICATION SURVEY

Each participating district shall develop a plan and policy as required by New Jersey Statutes Annotated, Title 18A, Chapter 46 and Administrative Code 6:28 - Special Education to screen and identify those children in need of special education services.

5.40 IDENTIFICATION AND CLASSIFICATION

Initial referral of children in need of special services will be made by the classroom teacher. Referral may also be made by parent, outside agency, or a member of the school staff.

A referral form is to be completed by the professional referring the child. In cases where referral is made by other than a professional school staff member the referral form will be completed by the classroom teacher or

guidance counselor. The referral is to be forwarded to the Chairperson of the Child Study Team who will make the facts of the case known to the Chief School Administrator. Once a formal referral is made to the Child Study Team due process procedures should be instituted.

Referrals will be reviewed by the Child Study Team and recommendations made as to the disposition. In all cases the Child Study Team will function in accordance with New Jersey Statutes Annotated, Title 18A, Chapter 46 and Administrative Code 6:28 - Special Education.

5.41 AGE LIMITATIONS

Age limitations of pupils receiving special services shall be from five to twenty years of age in accordance with New Jersey Statutes Annotated, Title 18A, Chapter 46 and Administrative Code 6:28 - Special Education. Beyond this a local board of education may approve and provide services to handicapped children below the age of five and above the age of twenty.

5.42 AGE RANGE

Age range shall not exceed four years except when prior approval has been given by the Bureau of Special Education and Pupil Personnel Services.

5.43 AGE POLICY

(Effective For Placements Beginning September 1977)

a. Children in Public Elementary School Programs

Consultation and joint agreement by both elementary and secondary Child Study Teams are required in determining if the transition from the elementary to the secondary program is in keeping with the individual student's recommended educational plan. In cases where the elementary and secondary school child study teams cannot agree as to whether the elementary or secondary school program will better meet the child's needs, both teams can request that a hearing take place before the two respective chief school administrators and a third mutually acceptable disinterested party. Each hearing officer will have an equal vote; the majority ruling will be binding on all parties.

b. Children in Private Non-Graded Programs - Day and Residential

Children become the financial responsibility of the secondary school district in September of the tenth year following their formal school registration (Kindergarten plus eight years).

5.50 GENERAL RULES FOR PLACEMENT

Each local district child study team shall be responsible for identifying, classifying, developing an educational plan, and recommending a program and placement to the Chief School Administrator.

The Coordinator shall be notified of the recommendation for placement by the Child Study Team Chairperson. A copy of the pupil's complete Child Study Team record shall be forwarded to the Coordinator's office. The local districts shall furnish the following in duplicate where applicable:

1. Classification Form
2. Educational Plan
3. Report of Medical Examination
4. Report of recent Psychological Evaluation
5. Report of recent Educational Assessment
6. Report of recent Social Case History
7. Report of recent special Medical Examination as it applies to classification, (neurological, psychiatric, etc.).
8. Any other information which may be needed to determine eligibility for class placement.

The Coordinator of Special Education shall review and evaluate all materials submitted for establishing eligibility.

Class placement will be determined by the Coordinator of Special Education in cooperation with sending and receiving district Child Study Team members.

All class changes are to be effected through the Coordinator's Office.

Final admission to the class will be made on the basis of the complete evaluation by the Coordinator of Special Education and acceptance by the Chief School Administrator of the receiving district.

The Chief School Administrator of the sending district will be notified of the acceptance or rejection of the child by the Coordinator of Special Education.

The procedure for placement in districts or schools out-of-Region III will be the same as the above, except that contact with receiving districts for initial placements will be initiated by the Coordinator of Special Education in cooperation with the sending district Child Study Team.

The Child Study Team of the receiving district will review each placement annually.

5.51 PREFERENCE IN PLACEMENT

All children requiring special services and residing in one of the Region III participating districts, shall be serviced within Region III if the needs of the child can be met and physical facilities are available. All applications must be approved by the Coordinator of Special Education.

Children residing within one of the Region III participating districts must be given preference over children from other districts.

Continuing of placement of out-of-Region III special education pupils is contingent upon the needs within Region III. In the event that an out-of-Region III placement cannot be continued for the following school year, the sending district's Chief School Administrator will be notified by the Region III Coordinator. Once accepted, special education placements for out-of-Region III pupils will not be terminated (within the school year of acceptance) by reason of placement needs of Region III special education pupils.

Placement of children residing outside the Bergen County Region III Council for Special Education will not be completed until the request for placement is received from the sending district's Chief School Administrator, all forms and records have been filed with the Office of the Coordinator of Special Education, and final approval has been given by the Chief School Administrator of the receiving district.

5.52 PROBATIONARY PERIOD

Children placed in a special education class shall be considered on probation for one month. If a need for a change in placement becomes apparent before the end of the probationary period, the Child Study Team with the teacher of the class acting as a member shall meet and make the necessary recommendations for a change. These changes must be approved by the Coordinator of Special Education and the Chief School Administrator of the receiving district.

5.60 CLASS SIZE AND HOURS

Maximum class size will not exceed the limits set by the New Jersey Statutes Annotated, Title 18A, Chapter 46 and Administrative Code 6.28 - Special Education.

The Chief School Administrator of the receiving district in consultation with the Coordinator of Special Education may set further restrictions on class size based on facilities, class make-up, and the needs of the existing class group.

Individual children may be placed on special schedules to meet their particular need. This may entail a shortened or lengthened school day depending on the individual circumstances. These changes will be made only upon the recommendation and agreement of the sending and receiving Child Study Teams and approval by the Chief School Administrators of the sending and receiving districts. The Coordinator of Special Education shall be informed in writing of all of these changes.

Staggered attendance schedules may be implemented at the beginning of the school year whenever necessary.

The hours of attendance shall meet the requirements set by New Jersey Statutes Annotated, Title 18A, Chapter 46 and Administrative Code 6:28 - Special Education.

5.70 SPECIAL SERVICES

5.71 SPECIAL EDUCATION CLASSES

Each district shall provide special services as needed and recommended by the Child Study Team and approved by the Chief School Administrator. Such special services may include speech therapy, remedial reading, and remedial physical education. All special education students will be provided the same services given to children in regular classes - art, music, and physical education.

5.72 HOME/BEDSIDE INSTRUCTION (LONG TERM) SPECIAL EDUCATION PUPILS

Referrals are to be forwarded to the Chairperson of the Child Study Team.

Priority is to be given to all emergency cases.

Cases will be processed as a Child Study Team referral.

Cases will be classified according to New Jersey Statutes Annotated, Title 18A, Chapter 46 and Administrative Code 6:28 - Special Education.

A program will be determined by the Child Study Team, involved teachers and guidance personnel. The learning disability teacher-consultant will generally supervise the tutor.

The tutor must be certified appropriately. The tutor will be assigned by the Chief School Administrator or designee.

When approved by the Chief School Administrator and the Board of Education, home/bedside instruction will be provided according to New Jersey Statutes Annotated, Title 18A, Chapter 46 and Administrative Code 6:28 - Special Education.

In cases of orthopedic injuries or chronic illnesses the attending physician in requesting home/bedside instruction will state the estimated time the student will require such instruction.

The termination of the program is to be determined by the Child Study Team. In cases of orthopedic injury or chronic illness a decision to terminate the program will be based on the attending physician's recommendations. In cases involved with other classifications the progress of the child's condition shall be reviewed and reported every month in the official minutes of the Child Study Team meeting. In cases of prolonged need for home/bedside instruction (six months or more) a complete re-evaluation is to be conducted by the Child Study Team to determine the appropriateness of this type of program.

The place of home/bedside instruction shall be the home or hospital as approved by the Chief School Administrator and the Board of Education. In cases where the instruction is to be given in the home, the Chief School Administrator may request that a Child Study Team member visit the home to explain the program, discuss the obligations and responsibilities with the parents, and ascertain the suitability of the learning environment.

Home instruction for any purpose other than illness requires prior approval of the Bergen County Child Study Supervisor.

5.73 MEDICATION

Any child attending Special Education classes or receiving special services in Region III, who is in need of medication during the school day, and who presents the proper school medical personnel (nurse, doctor) with proof of prescription by a physician, shall receive such medication with the following provisions:

A. Administration by the school nurse.

B. A log be kept indicating the dosage, the time of administration, the name of the medication, and the name of the prescribing physician.

C. Written parental consent.

D. A brief weekly anecdotal record of the child's behavior under medication is to be kept by the classroom teacher.

(Region III forms are available for this purpose.)

5.80 RE-EVALUATION

New Jersey Statutes Annotated, Title 18A, Chapter 46 and Administrative Code 6:28 - Special Education require that all children in Special Education programs be re-evaluated at no greater interval than three years.

This re-evaluation shall consist of a review of the pupil's file. Child Study Team members are responsible for reaffirming or denying their original findings that formed the basis for classification. In this re-evaluation, teacher evaluations and annual progress reports are valid data for consideration by the Child Study Team.

It is necessary that respective Child Study Team members observe the pupil in reaffirming or denying the previous findings. It is not mandatory that a pupil be retested. A discipline may accept earlier testing as valid, or may decide to retest if the older reports do not appear to have current validity.

Psychiatric and neurological assessments must be reviewed by the appropriate discipline at no greater interval than every three years. New testing need not take place, if it is apparent to the examiner that the former evaluation is still valid. However, if this discipline member determines that the initial findings are no longer pertinent nor consistent with the handicapped pupil's current situation, re-examination is in order. In either case, a dated and signed report from the physician is required.

A comprehensive physical examination is required as part of the review for re-evaluation and/or classification. A pupil, who has fulfilled either the psychiatric and neurological required examination, will only need the physical examination given to the general school population, either through the school physician or the parent/guardian's choice of their family physician. The comprehensive physical examination as required as part of the review for re-examination and/or classification for all other categories should be an examination that is more than that examination given to the general school population. The appropriateness of the extent of this comprehensive physical will be determined through consultation by the Child Study Team with the school physician. All medical reports must contain the signature of the school employed physician.

All psychological, educational assessment, and social history work-up services shall be offered by the receiving district to all Region III children, including services necessary for three year re-evaluations. These services shall be reflected in the normal tuition charges. Additional examinations, e.g., neurological, medical, psychiatric, orthopedic, etc. will be billed to the sending district or initiated by the sending district if the receiving district deems it necessary to initiate a work-up that requires medical or other professional services. The receiving district must first seek approval from the child's sending district.

Copies of all reports will be sent to the sending district by the Chairperson of the receiving district. A meeting will be scheduled between the two Child Study Teams to discuss the results of the re-evaluations and to formulate recommendations for the child's future educational program. The responsibility for completing the classification sheet and educational plan will rest with the sending district. This responsibility shall include meeting with the parents and providing them with copies of all necessary reports. The sending district may request that members of the receiving district child study team be present at this parental conference.

None of the above re-evaluation services shall be provided to out-of Region III students, unless specifically prearranged and included within contractual agreements.

6.00 CURRICULUM

6.10 STANDARDS

The Coordinator of Special Education shall be responsible for the development and coordination of special education programs under the direction of the Chief School Administrator of each local district. The Coordinator shall utilize the Region III Special Education Curriculum Committee in an advisory capacity.

6.20 SUPERVISION

The Coordinator of Special Education shall have the responsibility of supervising special education personnel employed by individual districts as described in the Coordinator of Special Education - Region III Role Description.

6.30 IN-SERVICE PROGRAMS

The Coordinator of Special Education shall be responsible for in-service training as described in the Coordinator of Special Education - Region III Role Description.

6.40 PROGRESS REPORTS

Progress reports shall be submitted by the special class teacher twice annually - November 1st and May 15th - to the Coordinator of Special Education.

The Coordinator of Special Education shall forward progress reports for all children placed in Region III classes to the sending districts.

APPENDIX

REGION III FORMS

SPECIAL EDUCATION

BERGEN COUNTY REGION III

CLOSTER PLAZA
CLOSTER, NEW JERSEY 0762
(201) 768-3541

CHILD STUDY TEAM CLASSIFICATION REPORT

COUNTY _____ DISTRICT _____

NAME OF CHILD _____ DATE OF BIRTH _____
ADDRESS _____ DATE OF REFERRAL _____
_____ CLASSIFICATION CONFERENCE DATE(S)
PHONE NO. _____ (Classification Date) _____
PLACEMENT AT TIME OF REFERRAL: _____
School _____ DATE(S) OF PARENT CONFERENCE TO
Grade Level or other program REVIEW FINDINGS AND RECOMMENDATIONS _____
assignment _____ _____
Teacher _____ DATE(S) OF PROGRAM IMPLEMENTATION _____
_____

RECOMMENDED PROGRAM _____
_____

CLASSIFICATION

_____ _____ _____
Primary Secondary

CLASSIFICATION TEAM NAME	DISCIPLINE	DATE OF REPORT
_____	Psychologist	_____
_____	Medical Doctor	_____
_____	L.D.T.C.	_____
_____	Social Worker	_____
_____	Other	_____
_____		_____
_____		_____
_____		_____

The members of the basic Child Study Team met jointly, classified, and recommended an educational program.

Date Signed _____ _____
Child Study Team Chairperson

Date Signed _____ _____
Chief Administrative Officer

Date Signed _____ _____
Building Principal

Date Signed _____ _____
Coordinator for Special Education
Bergen County Region III

Complete in quadruplicate: 1 copy to local district, 2 copies to Coordinator. 1 copy to parent.

SPECIAL EDUCATION

BERGEN COUNTY
REGION III

CLOSTER PLAZA
CLOSTER, NEW JERSEY 07624
(201) 768-3541

EDUCATIONAL PLAN & PROGRAM

_____
Child's Name

A. Referral Summary:
(State reason and source of referral as well as nature of presenting problems - to be completed by Child Study Team Chairperson.)

B. Team Conclusions:
(Show relationship between referral and recommendations using testing and team discussion to support conclusions.)

C. Educational Goals and Objectives:
1. Long Range Goals:
(Include anticipated outcomes from placement in proposed program.)

2. Immediate Objectives:
(Include sequential steps which will be necessary to reach long range goals.)

D. Evaluative Criteria:
(Description of the system, method, or way in which this child's program will be monitored.)

E. Implementation:
(State what each team member's responsibilities will be in implementing and evaluating the proposed educational plan.)

Date

Child Study Team Chairperson

SPECIAL EDUCATION

BERGEN COUNTY
REGION III

CHILD STUDY TEAM EVALUATION UPDATE

Date:_____

To:

Re: _____
Name

_____
D.O.B.

In reviewing the above named child's Region III Special Education file, we find the following information in need of updating:

_____	Complete C.S.T. Evaluation (Classification Sheet and Supporting Reports)	Comments
_____	Classification Sheet	
_____	Educational Plan	
_____	Medical Report	
_____	Psychological Report	
_____	Learning Disabilities Evaluation	
_____	Social History	
_____	Speech and Language Evaluation	
_____	Neurological Evaluation	
_____	Psychiatric Evaluation	
_____	Visual Screening	
_____	Audiological Screening	
_____	Semi-annual Progress Report	
_____	File up-to-date	
_____	Other	

Please see Region III policy on responsibility for completing update evaluations.
PLEASE FORWARD TO REGION III OFFICE AS SOON AS POSSIBLE.

Copies

_____ Sending District
_____ Receiving District

SPECIAL EDUCATION

BERGEN COUNTY
REGION III

REGION III PLACEMENT APPROVAL

DATE: _____

TO:

FROM:

RE: D.O.B.

This is to inform you that the _____ Child Study Team has agreed to accept the above named youngster in their _____ program beginning _____. All Region III placements are initally made on a 30 day trial basis.
It is understood that the _____Board of Education will assume the responsibility for tuition and transportation costs in accordance with the State Rules and Regulations and the Region III Procedures.

Program details are as follows:

Location: _____
Class Hours: _____
Teacher: _____
Comments: _____
_____

Transportation will be arranged by:

_____ The Region III Coordinator of Special Education

_____ The Sending District

A contract, school calendar, etc. will be sent to you by _____, Board Secretary/Business Administrator.

If you have any questions regarding this notice, please contact the Regional Special Education Office (768-3541).

Additional Comments:

cc: Sending District: Chief School Administrator
Child Study Team Chairperson
Board Secretary/Business Administrator

Receiving District: Chief School Administrator
Principal
Child Study Team Chairperson
Board Secretary/Business Administrator

LM/76

SPECIAL EDUCATION

BERGEN COUNTY REGION III

REQUEST FOR PLACEMENT EXCEPTION

NEW REQUEST _____ YEAR _____
RENEWAL _____ YEAR _____

NAME OF STUDENT _____ AGE _____

STUDENT'S SENDING DISTRICT _____

PROPOSED CLASS PLACEMENT _____

STUDENT'S CLASSIFICATION _____

STATE WHAT EXCEPTION IS BEING REQUESTED AND VERY SPECIFICALLY JUSTIFY THE REQUEST:

The parent (s) guardian of the above student have been notified of this placement and their rights of due process. They have indicated that they concur with the placement. They also understand that this placement is limited to this school year only.

_____
Chairperson, Child Study Team
(Signature)

_____
Mr. Leonard Margolis, Coordinator
Region III Special Education

_____
Mr. Ron Campesi
Bergen County Child Study Supervisor

PLEASE COMPLETE IN QUADRUPLICATE AND FORWARD TO THE REGION III SPECIAL EDUCATION OFFICE.

SPECIAL EDUCATION

BERGEN COUNTY
REGION III

ANNUAL RECORD OF PROJECTED GOALS AND ASSESSMENT OF PROGRESS

Name _____ Program _____

D.O.B. _____ Goals _____ Assessment _____
Date Date

Sending District _____ Receiving District _____
Special Considerations _____

Complete All Applicable Areas

I. Academic Areas
A. Reading-General Level _____
1. Reading Approach:

2. Materials and Techniques:

3. Skills to be Developed:

4. Assessment of Progress and Projected Future Needs:

B. Language
1. Oral Communication (speech, structure, content):

2. Written Communication (grammar, spelling, handwriting, content):

3. Materials and Techniques:

ANNUAL RECORD OF PROJECTED GOALS AND ASSESSMENT OF PROGRESS (continued)

4. Skills to be Developed:

5. Assessment of Progress and Projected Future Needs:

C. Arithmetic-General Level _____

1. Concepts:

2. Computation:

3. Problem Solving:

4. Materials and Techniques:

5. Skills to be Developed:

6. Assessment of Progress and Projected Future Needs:

D. Science

1. General Approach:

2. Materials and Techniques:

3. Skills to be Developed:

4. Assessment of Progress and Projected Future Needs:

ANNUAL RECORD OF PROJECTED GOALS AND ASSESSMENT OF PROGRESS (continued)

E. Social Studies
1. General Approach:

2. Materials and Techniques:

3. Skills to be Developed:

4. Assessment of Progress and Projected Future Needs:

F. Work and Study Skills
1. Skills to be Developed:

2. Assessment of Progress and Projected Future Needs.

II. Perceptual and Motor Areas
A. Visual
1. Materials and Techniques:

2. Skills to be Developed:

3. Assessment of Progress and Projected Future Needs:

B. Auditory
1. Materials and Techniques:

2. Skills to be Developed:

ANNUAL RECORD OF PROJECTED GOALS AND ASSESSMENT OF PROGRESS (continued)

3. Assessment of Progress and Projected Future Needs:

C. Motor
1. Materials and Techniques:

2. Skills to be Developed:

3. Assessment of Progress and Projected Future Needs:

III. Social and Emotional Development
A. Behavioral Management Approach
1. Techniques:

2. Skills to be Developed:

3. Assessment of Progress and Projected Future Needs:

IV. Pupil Integration
A. Is child presently integrated into a regular school program?
yes _____ no _____
B. If yes, please comment:
1. Special education teacher comment:

2. Regular teacher comment:

V. Additional Comments:

Teacher's Signature _____ Date_____
Child Study Team Chairperson's Signature _____Date_____
Building Principal's Signature _____Date_____

SPECIAL EDUCATION

BERGEN COUNTY
REGION III

DATA SHEET FOR STUDENTS RECOMMENDED FOR SECONDARY SCHOOL SPECIAL PROGRAMS

NAME _____ DATE OF BIRTH _____

ADDRESS _____ AGE _____

_____ DATE OF ELEMENTARY SCHOOL GRADUATION _____

TELEPHONE _____

PARENT: _____

Stanford Achievement Test:

	Vocab	Rdg. Comp.	Word Study	Mathematics Concepts	Mathematics Computation	Mathematics Applications	Spelling	Language	Soc. Science	Science	Total Batt.
G.											
E.											

Differential Aptitude Tests:

	Percentile
Verbal Reasoning	
Numerical Ability	
VR+NA	
Abstract Reasoning	
Clerical Sp. & Acc.	
Mechanical Reasoning	
Space Relations	
Spelling	
Language	

PIAT:

	Grade Equiv.	Stand. Score
Math		
Reading Recognition		
Reading Comp.		
Spelling		
General Info.		
Total Score		

WRAT:

	Grade Equiv.	Stand. Score
Spelling		
Math		
Reading		

DATA SHEET FOR STUDENTS RECOMMENDED FOR SECONDARY SCHOOL SPECIAL PROGRAMS
(continued)

Other Comments:

Date	Sending District	Child Study Team Chairperson

This form should be completed in quadruplicate and submitted with other required information to the Region III Coordinator of Special Education on or before June 30th.

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SPECIAL EDUCATION

BERGEN COUNTY REGION III

SGII APPLICATION FORM

NAME _____ DATE OF BIRTH _____

ADDRESS _____ AGE _____

_____ DATE OF ELEMENTARY SCHOOL GRADUATION _____

TELEPHONE _____

PARENT: _____

CATEGORY OF CLASSIFICATION _____
DATE OF LAST CLASSIFICATION _____
DATE OF LAST EDUCATIONAL PLAN _____

Summary of Special Services being provided now or in past years:

List two other courses chosen to fill out program other than special courses and physical education.

PROGRAM

Check courses:

Practical English	_____	Woodworking	_____
History	_____	Metals	_____
Mathematics	_____	Art Experiences	_____
Physical Ed/Health	_____	Home Economics	_____
Chorus	_____	Other	_____

Have the parents of the child been informed of your intention to request this placement? _____

Who explained the goals of the program? _____

_____	_____	_____
Date	Sending District Name	Signature Child Study Team Chairperson

Submit this application with two copies of the student's classification sheet, supporting child study team reports and educational plan to the Region III Coordinator of Special Education before June 30th.

BERGEN COUNTY
REGION III

REPORT OF MEDICAL EXAMINATION

Name _____
Address _____
_____
Parent or Guardian's Name _____

COMPLETE ONLY APPLICABLE INFORMATION

Birth Date _____
Sex _____
Telephone _____
School District _____

Immunizations:

	Date	Booster
D.P.T.		
D–T		
T.T.		
Polio–Sabin-Mono		
Tri		
Measles Live Vaccine		
Rubella		
Mumps (recommended)		
Tuberculin Test		
Type		
Result		

Post History:

	Dates
Measles	
Mumps	
Chicken Pox	
Rubella	
Scarlet Fever	
Pertussis	
Rheumatic Fever	
Meningitis	
Encephalitis	
Convulsions	
Allergies	
Operations	
Serious Injury	
Endocrine	
Metabolic	
Other	

Record of Examination:
General Condition
Height _____ Weight _____

Date Examined _____

Vision:	Far Acuity	Near Acuity
With Correction:	R 20/___ L 20/___	R 20/___ L 20/___
Without Correction:	R 20/___ L 20/___	R 20/___ L 20/___

Hearing R _____ L _____
Screening at 25dB (ISO)
Indicate Pass/Fail

Eyes _____
Ears _____
Nose _____
Skin _____
Throat _____
Orthopedic _____

Speech _____
Heart _____
Lungs _____
Hernia _____
Nervous System _____

Blood Pressure _____
Genitalia _____
Extremities _____
Abdomen _____
Other _____

Laboratory:
Hemoglobin _____ Urine _____ ALB _____ SUG _____
Other Tests _____
_____
_____

Special Consultations: (opthalmological, neurological, otological, psychiatric, etc.)
Name _____ Date _____
Summary of findings: _____
_____
_____
_____
_____

Special Tests (E.E.G., E.K.G., Radiology, etc.)
Tests: _____ Date _____
Findings: _____
_____
_____

REPORT OF MEDICAL EXAMINATION (continued)

Is there a history of convulsions or seizures? If yes, please explain. Yes _____ No _____

_____

Present Medications	Dosage	Date Begun
_____	_____	_____
_____	_____	_____
_____	_____	_____

Is medication required during school hours? Yes _____ No _____

Future therapy or tests planned: _____

_____

_____

Comments which would benefit school personnel in caring for and educating this child: _____

_____

_____

Since what date has child been under your care? _____

When should this child be examined again? _____

Diagnostic impressions: _____

_____

_____ _____

_____

General recommendations including special care or restrictions with regard to health, safety, and physical education:

_____

_____

_____

Date this report completed _____ Physician's Signature _____

Street Address _____ Physician's Name Printed _____

_____

Town _____ Telephone Number _____

PLEASE COMPLETE ALL APPLICABLE INFORMATION AND RETURN TO: _____

(Name)

If the parent or guardian wishes to employ their family physician, the family physician may examine the child and complete this form. This form must be reviewed by the school physician.

Date _____ School Physician's Signature _____

School Physician's Name Printed _____

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PSYCHIATRIC REFERRAL

NAME _____ SCHOOL _____

BIRTHDATE _____ GRADE _____ SCHOOL _____

PROBLEM REQUIRING CONSULTATION (When first observed)

PREVIOUS DIFFICULTIES IN OTHER AREAS (When)

PAST & PRESENT INVOLVEMENT OF ANY PSYCHIATRIST, AGENCY, CLINIC

BEHAVIOR AND ATTITUDE TOWARD TEACHERS AND ADULTS

BEHAVIOR AND ATTITUDE TOWARD PEERS

POSITIVE TRAITS, OUTSTANDING INTERESTS, APTITUDES

ANY PHYSICAL HANDICAP OR RECENT ILLNESS? HISTORY OF TRANQ.

ATTENDANCE PATTERN

ANY STRIKING CONTRIBUTORY PARENTAL PROBLEM

ANY HISTORY OF SIBLING DIFFICULTY

I.Q. _____ WHICH TEST _____ DATE OF TEST _____

READ. LEVEL _____ DATE OF TEST _____ ARITH. LEVEL _____ DATE OF TEST _____

ANY EFFORTS WITHIN SCHOOL TO HELP CHILD WITH LEARNING OR PERSONALITY DIFFICULTIES? RESULTS OBTAINED?

POSSIBLE SOLUTIONS OR ALTERNATIVES AT THIS TIME, ACCORDING TO BEST JUDGMENT.

1.

2.

3.

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PSYCHIATRIC EVALUATION

NAME _____ SCHOOL _____

BIRTHDATE _____ GRADE _____ SPECIAL CLASS _____

CLINICAL OBSERVATIONS:

DIAGNOSTIC FORMULATION:

DIAGNOSTIC IMPRESSION:

RECOMMENDATIONS:

PROGNOSIS:

DATE OF OBSERVATION _____ _____

CONSULTANT PSYCHIATRIST

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LETTER TO PARENTS - RE: MEDICATION

Dear Parent:

In order that your child be given his/her medication in school, kindly have your doctor complete the enclosed form.

No medication will be administered until the completed form is returned.

Thank you.

Sincerely yours,

_____R.N.
SCHOOL NURSE

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MEDICATION REQUEST FORM

I request the school nurse to administer the medication prescribed by me for the period from _____ (date) to _____ (date) to _____ (name of pupil).

This medication will be supplied by the parents in a bottle properly labeled.

Rx. _____

Sig. _____

Signature _____ M.

Doctor's Name _____ M.

Date _____

_____
Parent Signature

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BEHAVIOR OBSERVATION FORM FOR CHILDREN TAKING MEDICATION

Child's Name	D.O.B.	Grade	Week Of (Date)

Please note any changes in the above named child's behavior.

Monday:

Tuesday:

Wednesday:

Thursday:

Friday:

Teacher's Signature

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TRANSPORTATION LETTER - PARENTAL NOTIFICATION

_____
Date

Dear Mr. and Mrs. _____:

Your child _____ will be attending the Special Education Class at _____. The hours for that class are _____ a.m. to _____ p.m.

_____ has been contracted to provide
Carrier's Name
transportation for your child (phone no. is _____). The carrier will be contacting you in the near future with specific times for picking up your child in the morning and bringing your child home in the afternoon. It is advisable to allow a half-hour leeway for the first week. It usually takes this long for the driver to establish the route.

Should any difficulties arise with respect to transportation, please contact Mr. Leonard Margolis, Coordinator, Region III Special Education (768-3541).

Sincerely yours,

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TRANSPORTATION WAIVER FORM

Dear _____:
Superintendent's Name

We hereby inform you that _____
Child's Name
will not use the special transportation facilities to and from

_____ for the school year _____.
School's Name

Responsibility for transportation will be assumed entirely by us.

Parent's signature _____

Date _____

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ALPINE · CLOSTER · DEMAREST · HARRINGTON PARK · HAWORTH · NORTHERN VALLEY REGIONAL H.S
NORTHVALE · NORWOOD · OLD TAPPAN

LEONARD MARGOLIS
Coordinator

CLOSTER PLAZA
CLOSTER, NEW JERSEY 07624
(201) 768-3541

CLASSROOM OBSERVATION

SCHOOL DISTRICT _____ DATE OF OBSERVATION _____

TEACHER'S NAME _____ CLASS _____

1. Description of classroom:

2. Teacher preparation and procedures:

3. Student participation:

4. Strengths of lesson:

5. Suggestions and/or recommendations:

6. Teacher's response toward suggestions:

7. Other comments:

_____
Teacher's Signature

_____
Date of conference

_____
Region III Special Education Coordinator

PLEASE SIGN BOTH COPIES. RETAIN ONE, AND RETURN THE OTHER TO MY OFFICE.
(The teacher's signature indicates that he/she has read, but does not necessarily approve or disapprove of the report. Please feel free to attach any written comments.)

_____ Copy to Principal
_____ Copy to Teacher
_____ Copy to Superintendent
_____ Copy to Director of Guidance
_____ Copy to Department Chairperson

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ATTENDANCE REPORT - RECEIVING DISTRICT

Receiving District _____ Class _____ School _____

Teacher _____ School Year _____

Sending District	Name	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	Total

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ATTENDANCE REPORT - SENDING DISTRICT

Sending District _____ School Year _____

Coordinator for Special Education _____

Receiving Dist.	Class	Name	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	Total